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File

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Case File

Chief, Building Security Branch

21 JAN 1963

Chief, Records Management Staff

Files Survey in Building Security Branch

1. In accordance with your request [redacted] of my Staff conducted a review of the existing file system for the Building Security Branch.

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2. Prior to starting this review, [redacted] were briefed by [redacted] on the organizational structure and operational responsibilities of your branch. Through this briefing a better understanding of your branch was attained and I am certain did much to enhance this study.

25X1

3. During this review the various elements of the Building Security Branch were studied and through the splendid cooperation received from each Section Chief we were able to accomplish the following:

a. Office of the Chief

- (1) Screen all correspondence for 1962. This was done in conjunction with the secretary and her assistant.
- (2) Eliminate extra copies: carbons, thermofax, etc.
- (3) Classify all correspondence in accordance with the Subject-Numeric File System.
- (4) Develop a file reference index suitable to your specific needs. This index will be very beneficial in locating correspondence, especially for persons referring to file when the secretary is absent or unavailable.
- (5) Prepare a 3" x 5" card index to be used in conjunction with this index which, because of its flexibility, will permit the orderly addition of new file references.
- (6) Prepare new folders for 1962 and 1963 files and file all 1962 correspondence in appropriate folders.

- (7) Provide continuity of files through the centralization of all current files in one safe.
- (8) Train two employees, responsible for maintenance of the files, in the Subject-Numeric System.

b. Night Security Office

- (1) Review all correspondence with custodian of files.
- (2) Review, code and develop file reference index for each of the three Night Security Officer instruction books; i.e., General Instructions, Admittance Procedures, and Emergency Instructions.
- (3) Prepare list and 3" x 5" card index to serve as a reference guide to all NSO Instructions. Card file was adopted to permit additions and/or deletions, to reference index, as necessary.

c. Chief Receptionist

- (1) Screen all 1962 files in conjunction with the chief receptionist and her deputy.
- (2) Eliminate extra copies, carbons, theruofax, etc.
- (3) Classify all 1962 correspondence in accordance with Subject-Numeric File System.
- (4) Prepare new folders for 1962 and 1963 files and file all 1962 correspondence in appropriate folders.
- (5) Train Chief and Deputy Chief in the operation of the Subject-Numeric File System.

d. Identification Section

An inspection was made of the files of the Identification Section. It was readily recognized that a revision of the present file system is needed but we believe that prior to revising the files, a thorough study should be made to improve the day to day operating procedures. Although some modernization has resulted through the introduction of elevator files we feel that further improvements can be made through the use of other filing equipment.

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e. Security Services Section

A review of the files of the Security Services Section was made, but as the records are primarily concerned with property control and services we did not consider conversion to a Subject-Numeric System practical.

4. In order that the maximum benefit may be derived from this review it is recommended that the following actions be taken:

- a. Revise the present records control schedule for the Building Security Branch, developed in 1954, to reflect the current records holdings.
- b. Screen 1958 through 1961 files for the purpose of bringing forward all policy and reference materials of current value. Upon revision of the Records Control Schedule retire remainder of the 1958-1961 files to Records Center.
- c. Adopt the "charge out" system for all files taken from the BBB Subject File.
- d. Use the Agency Correspondence Continuity Sheet, Form 232, for all materials brought forward from preceding year or years.
- e. Discontinue the practice of filing more than one copy of outgoing correspondence.
- f. Reduce the present retention period of six months, in office area, of admittance cards, Form 604, to permit earlier retirement and reduction in file space.
- g. Maintain on a current basis the reference lists and cards provided the Night Security Office.
- h. Request a complete system study be made of the Identification Section that would include a review of office procedures and equipment. In conjunction with this, a file system, compatible with changes resulting from the systems survey, should be established.

5. I wish to extend my appreciation for your support,
and other members of your Staff, in particular, [redacted]

6. If I can be of any further assistance, please call me.

Prepared by [redacted]

XLR
8/13
[Signature]
1/21/63

Distribution:

Orig. & 1-Addressee

1- [redacted]

1-Security Survey File

1-RMS File

DDS/RMS/ [redacted] smb (1/21/63)